

(Type or Print in Black Ink) **Do Not Fold**

NAME: Last First Middle			Position Desired Separate Applications are Required for Each Position		CITY OF LINCOLN Parks & Recreation Department Equal Opportunity/Affirmative Action Employer Application for Employment For Seasonal & Temporary 2740 A St. Lincoln, NE 68508
ADDRESS: Number & Street City State Zip			Title Req. No.		
Home Telephone Number Work/Message Telephone No. If under 18, state age:			EDUCATION: High School _____ Grade Completed: _____ Or equivalent GED _____ College/University _____ Degree _____ Years Completed _____		
Social Security Number (Used for computer retrieval only.) _ _ _ _ _		If requirement of job: Drivers License # _____ Expires _____			

What special qualifications, including licenses, certificates, etc., qualify you for the desired position? _____ _____ _____			Have you ever been convicted of any violation of law other than a minor traffic violation?* <input type="checkbox"/> Yes <input type="checkbox"/> No *All convictions for any law violation (i.e., DUI, shoplifting, minor in possession, reckless driving, etc.) other than a minor traffic violation (i.e., parking ticket, speeding ticket), including convictions that have been " <i>set aside</i> ", " <i>probationed</i> " or " <i>pardoned</i> ", must be listed on the application form or on an attached sheet. Consideration is given to the offense and its relationship to the position for which you are applying. If yes, explain. _____ _____ _____ Do any of your relatives work in a supervisory position for: City of Lincoln: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name/s & departments: _____ _____ _____
What equipment can you operate? (If applicable) _____ _____ _____			

PREVIOUS EMPLOYMENT (including summer employment): Begin with most recent employment (additional sheets available)								
JOB # 1	Present or Last Employer or Company		Job Title		Are you able to work flexible hours weekends or holidays? Y N If no, explain: _____ _____			
	Address		Name of Supervisor and Phone Number					
	City State Zip		Date Started: Mo. Yr. Date Left: Mo. Yr.					
	Number of Hours Worked per Week: Hrs.		Pay at Start: \$ per	Pay at End: \$ per		Total Time Employed: Yrs. Mos.		
What were your duties? _____					JOB # 3	Employer or Company		Job Title
Reason for leaving						Address		Name of Supervisor and Phone Number
						City State Zip		Date Started: Mo. Yr. Date Left: Mo. Yr.

JOB # 2	Employer or Company		Job Title		JOB # 3	Employer or Company		Job Title	
	Address		Name of Supervisor and Phone Number			Address		Name of Supervisor and Phone Number	
	City State Zip		Date Started: Mo. Yr. Date Left: Mo. Yr.			City State Zip		Date Started: Mo. Yr. Date Left: Mo. Yr.	
	Number of Hours Worked per Week: Hrs.		Pay at Start: \$ per	Pay at End: \$ per		Total Time Employed: Yrs. Mos.	Number of Hours Worked per Week: Hrs.		Pay at Start: \$ per
What were your duties? _____					What were your duties? _____				
Reason for leaving					Reason for leaving				

JOB # 2	Employer or Company		Job Title		REFERENCES: Please list two references (other than relatives) who have known you long enough to supply information about you.					
	Address		Name of Supervisor and Phone Number		Name _____ Address _____ Phone _____					
	City State Zip		Date Started: Mo. Yr. Date Left: Mo. Yr.		Name _____ Address _____ Phone _____					
Number of Hours Worked per Week: Hrs.					Pay at Start: \$ per	Pay at End: \$ per	Total Time Employed: Yrs. Mos.			
What were your duties? _____										
Reason for leaving										

Please Read Before Signing

EQUAL OPPORTUNITY EMPLOYER

The City of Lincoln is an Equal Opportunity Employer and, therefore, does not discriminate because of race, color, religion, sex, disability, national origin, ancestry, age, marital status or veteran's status and any other legally protected status.

Note: The City of Lincoln does not discriminate on the basis of disability status in the admission or access to programs or activities, or treatment or employment in programs or activities. The following person has been designated to coordinate compliance with the non-discrimination requirements in §51.55 of the revenue sharing regulations:

City of Lincoln: Affirmative Action Officer
 440 So. 8th Street, Room 101
 Lincoln, NE 68508

This agency receives federal grants from the National Park Service. U.S. Department of the Interior regulations prohibit federally assisted programs from discriminating on the basis of race, color, national origin, age, sex or disability. If you believe you have been discriminated against in any program, activity or facility of this agency, contact the Affirmative Action Officer, City of Lincoln, 440 S. 8th St., Room 101, Lincoln, NE 68508; or the Director, Equal Opportunity Program, National Park Service, P.O. Box 37127, Washington, D.C. 20013-7127

APPLICANT STATEMENT

I understand that:

- Any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination of my employment. In addition, I authorize and request now or in the future each and every former employer, school, individual, agency, organization or law enforcement agency to answer any and all questions that may be asked and herewith hold such persons harmless for giving any information within their knowledge or record.
- As a **CONDITION OF EMPLOYMENT**, I agree to submit documents relating to my identity and employment authorization within prescribed time limits in accordance with the Immigration Reform and Control Act of 1986.
- All City employees, regardless of status, are subject to Reasonable Suspicion, Return to Duty, and unannounced Follow-Up Drug and Alcohol testing. Employees who test positive are subject to discipline up to and including termination.
- Age information is needed because the City of Lincoln, in accordance with federal and local statutes, under certain circumstances, is required to follow minimum age limitations with regard to hiring.
- All City employees are required to be included under a faithful performance bond, and therefore, must meet the established criteria for coverage on file in the Personnel Department.
- If hired, probationary, temporary and unclassified employees have no rights to regular or status employment or appeal rights, if terminated.

Separate applications are required for each vacant position, including those with the same title. Photocopies of the job application are permitted.

OFFICIAL OATH: If hired I solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Nebraska, and that I will faithfully and impartially discharge the duties of the position according to law and to the best of my ability.

This application **must be signed and dated** for consideration of employment. **This form is for application purposes only and is not a contract for employment.**

I have read and comprehend the Equal Opportunity and Affirmative Action information provided to me by the City of Lincoln: (check one)

___ Yes ___ No